

MCCS-IA (MARKS #)

(Date)

MEMORANDUM FOR Chief of Staff

SUBJECT: Format for a Decision Paper

1. This is a decision paper. (This statement is underlined) If action is in response to a suspense from higher headquarters, indicate in parentheses (to DA, S: Date).
2. PURPOSE. Briefly state the purpose.
3. DISCUSSION. Clear, concise discussion of essential points to include facts bearing on the problem and alternatives, as appropriate. Include any detailed background information as tabs. Any correspondence to be signed will always be at Tab A. The decision paper should not exceed one page in length.
4. CONCLUSION. Conclusions should be few in number, clearly stated, and a logical outgrowth of the discussion. (Omit this paragraph if not applicable.)
5. RECOMMENDATION(S). Recommend actions to solve the problem.
 - a. FUNDING IMPACT: (if applicable, if not, so state).
 - b. PERSONNEL IMPACT: (if applicable, if not, so state).
6. ADMINISTRATIVE INSTRUCTIONS. Include any special mailing instructions or printing requirements. (Omit this paragraph if not applicable.)

4 Encls

1. Tab A (Describe)
2. Tab B (Describe)
3. Tab C (Describe)
4. Tab D (Describe)

PAUL D. ANDERSON
CPT, MS
Adjutant General

CONCURRENCE(S).

MCCS-P _____
MCCS-R _____
MCCS-L _____

NONCONCURRENCE(S). See Tab D